



EM Resident Selection Policy

Category:	Appointments, Curriculum, Assessments and Promotions
Responsibility:	Royal College Emergency Medicine Program Director
Approval:	Emergency Medicine Residency Program Committee
Date:	Date initially approved: May 2023 Date reformatted or revised: September 24, 2024; September 16, 2025

Purpose:

This policy establishes the guiding principles for the selection of applicants into residency positions in the Royal College Emergency Medicine Residency Program at the University of Saskatchewan through the CaRMS match process. The principles can be applied to selection outside the match process for transfer or sponsored training.

This policy is being written in accordance with the [CanRAC accreditation requirements](#).

Principles:

The University of Saskatchewan College of Medicine offers residency training leading to certification by the Royal College of Physicians and Surgeons in Emergency Medicine.

Applications for entry-level postgraduate positions are made through the Canadian Resident Matching Service (CaRMS).

This process prioritizes the equitable treatment of all applicants, specifically seeking to be inclusive of equity-seeking and diverse applicants.

Definitions:

Best Practices in Application and Selection (BPAS) is a report published in 2013. In 2018, the Association of Faculties of Medicine of Canada (AFMC) endorsed the report. Following this

endorsement all residency training programs were required to implement BPAS recommendations in their CaRMS program descriptions.

Canadian Resident Matching Service (CaRMS) is a not-for-profit organization that works in close cooperation with the medical education community, medical schools and medical students/residents to provide an electronic application service and a computer match for entry into postgraduate medical training throughout Canada.

Postgraduate Medical Education (PGME) Office refers to the Associate Dean, PGME and the administrative personnel who are responsible for coordination and administration related to the oversight of the residency training programs.

Program is the Emergency Medicine Residency Training Program at the College of Medicine.

Program Director is the faculty member most responsible for the overall conduct of the residency program in a given discipline and responsible to the Head of the Department and to the Associate Dean, PGME in accordance with the criteria of the RCPSC.

Resident refers to postgraduate medical trainee enrolled in the Program.

Scope of this Policy:

This policy pertains to the Program's resident selection committee. BPAS recommendations have been implemented in our CaRMS program descriptions to ensure a fair and transparent selection process for all applicants.

Policy:

This policy adheres to the [Selection Policy](#) of the PGME office.

The program is committed to fostering a training environment that is characterized by respect and equity, and free from harassment and discrimination. File reviewers and interviewers are selected intentionally to ensure diversity.

Review team composition: The review team consists of two separate teams for file review and interviewing. We strive to have no overlapping reviewers between these two main sections of the application. A mix of residents and emergency medicine faculty from both Saskatoon and Regina sites make up the review team for both file review and interviewers. Interviewers may also include members of the emergency department's allied health staff.

The program aims to be as transparent and fair as possible regarding our selection process. Following is the general breakdown of weighting for both pre- and post-interview rank lists:

Scoring and ranking of applicants: Pre-interview score & Post-interview score breakdown will be determined by the resident selection sub-committee in advance of program description on

CaRMS. This will allow candidates to be fully aware of how their file and interview performance is weighted.

Interview selection: Candidates are short-listed for an interview based on their custom CV, Personal Letter, CASPer Test score and Letters of Reference. Each candidate's file will be reviewed by a subgroup of faculty and resident reviewers. The cumulative scores of the resident reviewers are weighted equally to the cumulative scores of the faculty reviewers. Each reviewer completes a standardized scorecard on a descriptive rubric based on the goals of our residency program. Pre-interview file reviewers are z-scored to ensure that no applicant is given an advantage or disadvantage by being reviewed by a particular rater. One selection committee member completes an on-line search to review social media and other on-line material for all applicants to look for any concerns related to professionalism. The z-scores of individual reviewers will be averaged to create a rank list for interviews.

Each reviewer rates a maximum of 35 files and are only allowed to review 10 files in a 24-hour period to allow them to dedicate the appropriate amount of time to each file. Once the application rank list is created, a selection committee meeting will be held to allow qualitative discussion amongst the file review teams which will ensure the rank list reflects the top applicants to be invited for interviews (historically 32, though may be increased in the future based on available number of seats).

Short-listed candidates invited for an interview will participate in situational interview stations. Scores on the interview stations will be combined with scores from the CaRMS application file to create our match rank list. Interview scores are z-scored to ensure that no applicant is given an advantage or disadvantage by being interviewed by a particular interviewer. Once again, a resident selection sub-committee meeting occurs to allow qualitative discussion amongst the selection committee, to ensure the match rank list reflects the top applicants and to ensure that equity and diversity goals are maintained.

Conflict of Interest: Any individual with an assessment role in the resident selection process must declare any potential conflict of interest to the program director. If needed, the PGME Associate Dean can be consulted regarding adjudication and handling of any conflict of interest.

Confidentiality: All individuals with an assessment role in the resident selection process must respect and maintain confidentiality of applicant identity, file contents, discussion, and decisions related to the entire resident selection process and must sign a confidentiality form.

Responsibilities:

It is the responsibility of the Program Director to ensure faculty and staff are aware of and adhere to this policy prior to selection of residents. The resident selection responsibilities of the Program Director may be delegated to Associate Program Directors.

Non-compliance:

Instances of concerns of non-compliance with this policy should be brought to the attention of the Program Director.

Procedures:

This information will be provided to each selection committee member prior to the file review and selection of shortlisted candidates, and prior to the interview and finalization of the rank order list.

Contact:

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